

Professional Learning Planning Checklist

Before the Session

- ☐ Design the Session
- ☐ Schedule the Session (Submit Permit request if necessary)
- ☐ Secure presenters
- ☐ Finalize Budget
- ☐ Add Session to PowerSchool [PowerSchool Course Creation](#)
- ☐ Confirm Support and Monitoring Plan to follow the session

During the Session

- ☐ [Professional Learning Attendance Form](#)

After the Session

- ☐ Add Required PL Forms to your School/Department PL folder for SY26
 - ☐ Attendance
 - ☐ [73-58 Approved Professional Development Provider Activity Summary](#)
- ☐ RCDT Code **Region, County, District, Type (RCDT) Code: 050160650040000**
- ☐ Complete Attendance in PowerSchool
 - ☐ [PowerSchool Course Attendance](#)
- ☐ Pull Evaluation Data upload to the PL Folder
- ☐ Evidence/Certificate of Completing Upload one copy to the PL Folder
- ☐ Enact monitoring and support plan

State Requirements for Professional Learning

PD Must Align with One of the Following:

- Activities are a type that engages participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social emotional achievement, or well-being;
- Professional development aligns with license's performance;
- Outcomes for the activities must relate to student growth or district improvement;
- Activities align to State-approved standards; and/or
- Higher education coursework ([105 ILCS 5/21B-45](#))

Required Documentation Listed Below for PDH Events ([find all ISBE forms with this link](#)):

- **[73-58 Form](#) (activity description), form updated 10/2022**
 - All PD events must address either the [Learning Forward Standards](#), AND the [Illinois Learning Standards](#) or [Illinois Teaching Standards](#) (part of the 73-58 Form)
- ***[Attendance Sign-in & Out Sheet/Activity Log for each meeting date](#) (CREATE YOUR OWN WITH ALL OF THESE ELEMENTS: sign-in/sign-out lists with activity title, date, time, IEIN numbers, PD hours, and name).**
- ***[77-21A Form](#) (evaluation of the activity or activity series), form updated 8/21.** Google [TEMPLATE: 77-21A](#) (change or edit the NCISC specific questions at bottom).
- **[77-21B Form](#) (evidence of completion sent to each participant based on number of hours of attendance/attendance), form updated 8/21.** Keep a Master for each activity with total possible PDHs.